

PART I - THE SCHEDULE

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, all correspondence, reports and other documents submitted under this contract shall be subject to the following procedures:

- (a) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the Department of Energy (DOE) Contracting Officer's Representative (COR) with an information copy to the Contracting Officer (CO). Technical correspondence addresses issues relating to work effort of the contract (i.e. requests interpretation of contractual requirements for performance) or requests approval of reports, drawings or other work products.
- (b) Patents/Technical Data Correspondence. The Chicago Operations Office, acting through the Intellectual Property Law Division of the Office of Assistant Manager for Legal Support/Chief Counsel, DOE, 9800 South Cass Avenue, Argonne, Illinois, 60439, is hereby designated to represent the CO in administering to Patents Clause in this contract. Correspondence concerning patent and technical data issues shall be addressed to the Chicago Operations Office with a copy to the Ohio Field Office Chief Counsel's Office, the CO and the COR.
- (c) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the CO, with information copies of the correspondence to the COR.
- (d) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:

 "SUBJECT: CONTRACT NO. DE-AC24-04OH20171"
 (Insert subject topic after contract number, e.g., "Request for Subcontract Consent").
- (e) Electronic Media for Reports/Plans/Documents. All required reports, plans, and other documents will continue to be submitted to DOE in hard copy, but shall also be available electronically upon written request by the DOE CO or the DOE COR. The contractor will prepare the requested reports and documents via site standard software and provide a copy on diskette or Compact Disk (CD-R, CD-RW) as required by the size of the document. The data shall be in a format that will allow conversion to Portable Document Format (PDF) or Hyper Text Markup Language

(HTML) for potential posting on the Internet, Intranet, or in an electronic library. If other software is used, the documents shall be scanned and then provided on diskette or Compact Disk. Electronic data shall be available within five days of the DOE request.

G.2 DOE CONTRACTING OFFICER’S REPRESENTATIVE ADDRESS

The contractor shall use the COR as the primary point of contact on technical matters (see the Correspondence Procedures clause, above, for definition), subject to the restrictions of Section H, 952.242-70, “Technical Direction.”

G.3 CONTRACT ADMINISTRATION

The contract will be administered by:

U.S. Department of Energy
Ohio Field Office/Office of Acquisition and Asset Management
Columbus Closure Project
Attn: Barry E. Kain, Contracting Officer
P.O. Box 3020
Miamisburg, OH 45343-3020

Telephone: (937) 865-3250
Fax: (937) 865-3843
Email: Barry.Kain@ohio.doe.gov

Future revisions of the CO or the address may be accomplished by written notification from the CO to the contractor, without a formal contract modification.

G.4 CONTRACTOR PAYMENT ADDRESS

If the contractor’s payment address is different than the contractor’s address specified on Standard Form 33, then provide it in the following space:

(Name)
(Address)
(City/State)
(Phone #, electronic address, and POC)

G.5 SUBMISSION OF INVOICES

- (a) Cost Invoices. The DOE will make payments to the contractor by electronic fund transfer not later than seven business days after receipt of an acceptable cost invoice from the contractor. The contractor may submit cost invoices, with supporting documentation, no more frequently than monthly. Cost invoices submitted shall be in accordance with Section I, 52.216-7, “Allowable Cost and Payment.” The contractor is required to submit Cost Performance Reports (CPR) on a monthly basis reconciled to the monthly invoice submitted for payment. The CPR period must match that of the invoice period and must be received by the DOE within 30 days after submission of the monthly invoice.
- (b) Fee Invoices. The contractor may submit invoices for fee payments quarterly. Upon receipt of an acceptable invoice for fee payment, the CO will assess the need for adjustments. Unless the CO elects to do otherwise, and as set forth below and elsewhere in this contract, fee payments will be made quarterly, within seven business days after the contractor submits an acceptable invoice. If the contractor proposes as a part of a consortium, joint venture, and/or other teaming arrangement, the team shall share in the contract fee structure (i.e., separate additional “subcontractor fee” for teaming partners will not be considered an allowable cost under this contract).
- (c) Any basis for invoice withholding or reduction that is discovered after acceptance of the invoice will be corrected on subsequent invoices. If the DOE discovers such defects, the CO will notify the individual listed in Section G.7, “Defective or Improper Invoices”, in writing. The CO’s written notification will explain the nature of the basis for withholding or reduction, as well as specify the dollar amount of the withholding or reduction. If there is no response from the contractor within seven calendar days to reconcile the defect, the CO shall withhold from the subsequent invoice.
- (d) Nothing in this provision shall affect the rights of either the DOE or the contractor under the Section I, 52.232-25, “Prompt Payment” clause of this contract. The DOE is not limited to seven days to notify the contractor of a defective invoice, and may notify and/or initiate withholding, or reduction until final payment to the contractor.

G.6 BILLING INSTRUCTIONS

The contractor shall submit vouchers in accordance with the Section I., 52.216-7, "Allowable Cost and Payment," Section G.5 "Submission of Invoices," and as follows:

- (1) The contractor shall submit the original and four copies of invoices or vouchers in accordance with the payments provisions of this contract to:

United States Department of Energy - Ohio
Oak Ridge Operations Office
Oak Ridge Financial Service Center
P.O. Box 5777
Oak Ridge, TN 37831

- (2) The contractor shall submit four copies of invoices or vouchers in accordance with the payment provisions of this contract to:

U.S. Department of Energy
Ohio Field Office/Office of Acquisition and Asset Management
Columbus Closure Project
Attn: Barry E. Kain, Contracting Officer
P.O. Box 3020
Miamisburg, OH 45343-3020

- (3) Submit one copy of the invoice to:

U. S. Department of Energy
Ohio Field Office
Chief Financial Officer- Financial Services Division
P. O. Box 3020
Miamisburg, OH 45343-3020

G.7 DEFECTIVE OR IMPROPER INVOICES

Name, title, phone number, office name, and complete mailing address of officials of the business concern who are to be notified when the DOE receives a defective or improper invoice. **(See provision L.17.b.3)**
